

This form must be completed by Sign Contractors

Plan Checker will review both sides of this document prior to seeing customer

Sign Administration GENERAL PREREQUISITES REQUIREMENTS FOR PLAN REVIEW Part I

In an effort to reduce the amount of time required to obtain a sign permit, Sign Administration has established a plan review prerequisite. These prerequisites are provided as a tool to create a complete sign plan set, thereby in an attempt to reduce the need for multiple plan submittals and delays.

BREAKDOWN OF SIGNS ON APPLICATION:

Please write the total number of each sign type in the spaces provided →

Sign Type	Total
N1 -Ground Sign(s)	
N2 -Roof Sign(s)	
N3 -Wall Sign(s)	
N4 -Projecting Sign(s)	
N5 -Marquee Sign(s)	
N7 -Directional Sign(s)	

MINIMUM REQUIRED DOCUMENTS TO SEE PLAN CHECKER:

- ☐ Minimum items to be completed on application
 1. Sign/Business address is complete, includes suite number and zip code. If located in a strip center, name of shopping center in the comments section of application
 2. Type of business is to be indicated where noted on application
 3. All signs are to be on application with the sizes and actual message where noted
 4. The Affidavit for Owner or Lessee of Premise must be notarized
 5. Operating permit billing information **must** be complete and accurate
 - ☐ 2 Plot plans
 - ☐ 2 Survey's – Must be one of the following and is for all New Ground Type Signs, Cabinet Change-Outs or Additional Cabinets being added causing the sign to further encroach into an easement.
 1. Land Survey with the benefit of a Title Report
 2. Land Survey with a copy of the Title Report
 3. Land Title Examiners and Abstract Report with easements (i.e. Court House Specialist)
 - ☐ 2 complete sets of drawings with details
 - ☐ Original electrical application if sign is electric/illuminated
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MINIMUM REQUIRED DOCUMENTS TO USE FOR DROP OFF, MAIL or FAX PROGRAM:

- ☐ Minimum items to be completed on application
 1. Sign/Business address is complete, includes suite number and zip code. If located in a strip center, name of shopping center in the comments section of application
 2. Type of business is to be indicated where noted on application
 3. All signs are to be on application with the sizes and actual message where noted
 4. The Affidavits for Owner or Lessee of Premise and Sign Company must be notarized
 5. Operating permit billing information **must** be complete and accurate
- ☐ 2 Plot plans
- ☐ 2 Survey's – Must be one of the following and is for all New Ground Type Signs, Cabinet Change-Outs or Additional Cabinets being added causing the sign to further encroach into an easement.
 1. Land Survey with the benefit of a Title Report
 2. Land Survey with a copy of the Title Report
 3. Land Title Examiners and Abstract Report with easements (i.e. Court House Specialist)
- ☐ 2 complete sets of drawings with details
- ☐ Original electrical application if sign is electric/illuminated
- ☐ **Must have money in Company APA Account or make a deposit for Application**

GENERAL PREREQUISITES REQUIREMENTS FOR PLAN REVIEW

Part II

1. PLOT PLAN

- ☐ Are two intersecting street shown?
- ☐ Has North arrow been provided?
- ☐ Show footprint(s) of building(s) on property.
- ☐ Provide location of all signs; existing and proposed for this address.
- ☐ Ground sign(s): Include dimensions from fixed objects or street(s).
 - Sign: _____ (Alpha letter from application)
_____ to _____
 - Sign: _____ (Alpha letter from application)
_____ to _____
- ☐ Are any ground signs being removed? If so, show by denoting "**To Be Removed (TBR)**"

2. SIGN DRAWINGS

- ☐ Does the plan/drawing match the Engineering if needed and the description on application?

3. GROUND SIGNS

- ☐ Does Survey or Court House supply all required information of property?
- ☐ Does the plan clearly show upright support details? (i.e.: pipe thickness, wall thickness, wood...)
- ☐ Depth and diameter of footing?
 - Sign: _____ (Alpha letter from application) Diameter _____ Depth _____
 - Sign: _____ (Alpha letter from application) Diameter _____ Depth _____
- ☐ Fill material?
- ☐ If anchor bolt foundation, are the size of anchor bolts and reinforcing rods shown?
- ☐ Cabinet construction and attachment to pole shown?
- ☐ Are welding symbols, type of rod and weld materials shown?
- ☐ Staged structures, unusual designs or signs over 30 feet in height require engineered drawings.
- ☐ Electrical details and load shown.

6. WALL SIGNS

- ☐ Elevation of building including existing signs, proposed sign(s) and TBR's included?
- ☐ Are cabinet details included?
- ☐ Method of attachment shown? Minimum 3/8 inch X 5 inch fasteners are required.
- ☐ Electrical details included?

7. OTHER SIGNS

- ☐ Cabinet details provided?
- ☐ Method of attachment?
- ☐ Electrical details and load shown?
- ☐ Roof signs must be engineered.

7. GENERAL

- ☐ Certificate of Occupancy must be able to be verified
- ☐ Other requirements could be imposed as needed through this process

* 45.00 Plan Exam fee will be charged for all Rejected Signs reviewed by a Plan Checker

Sign Company: _____
Plan Checker: _____
Date: _____
Primary Project Number: _____